

## **ITEMS REQUIRING SPECIAL ATTENTION**

Many items requested are restricted, prohibited, or require approvals by other codes at NRL prior to Supply placing an order. Below is a list of items that require special attention:

**Advertising.** Normally prohibited by Navy procurement regulations. The Human Resources Office (HRO), Code 1810 coordinates all recruitment advertisements.

**Air Conditioners.** Must be approved by the Research and Development Services Division (RDSD), Code 3520. This is an NRL policy to regulate energy load.

**Aircraft Rental or Lease.** Normally prohibited by Navy Procurement regulations because considered transportation; if required contact Supply, Code 3401.

**Audio-Visual Equipment.** Includes photographic and supplies, cameras, and televisions, videocassette recorders or cameras. These items must be approved by Technical Information Division (TID), Code 5250.

**Bottle Type Water Coolers and Bottled Drinking Water.** Requires the RDSD, Code 3500 approval. This is an NRL policy to ensure a justifiable requirement exists.

**Briefcases.** This is an NRL Shop Store item. Provide a written justification to Supply, Code 3420, if the NRL Supply Store item does not meet your requirement.

**Building or Land Rental/Lease.** Requirements must be approved by the RDSD, Code 3500.

**Business Cards/Calling Cards.** These are viewed as personal use items and are prohibited by Navy procurement regulations.

**Christmas Decorations and Other Seasonal Decorations.** Prohibited by Navy procurement regulations.

**Christmas Cards.** Prohibited by Navy procurement regulations.

**Coffee Pots / Coffee Cups.** These are considered personal use items and are prohibited by Navy procurement regulations.

**Commercial Publications and Subscriptions.** This includes newspapers, journals, pamphlets, magazines, etc. These items must be requested through the Library, Code 5221.

**Commercial Vehicles (Purchased or Leased).** Requirements must be approved by the RDSD, Code 3530. Note: All NRL vehicles (even sponsor funded) should be registered with and maintained by the RDSD.

**Communications Equipment.** Includes telephones, answering machines. These items must be approved by the RDSD Telephone Office, Code 3533, prior to purchase.

**Compact Disk Players (for music)** Navy procurement regulations normally consider these entertainment items. They are prohibited unless they are to be used as part of a security system, in which case Security, Code 1222 approval is required.

**Computer Hardware.** The requirement must be routed through the Division Equipment Control Coordinator (ECC) for signature.

**Construction Services.** Requirements must be approved by the RDSD Code 3500 and sent to Contracts, Code 3200 for processing.

**Copy Machines.** The requirement must be routed through the division ECC for signature.

**Equipment and Controlled Property.** Equipment purchases must be routed through the division ECC for signature.

**Explosives.** To ensure safety and security, NRL policy requires both Explosive Safety, Code 1242, approval and Security, Code 1222, approval.

**Filing Cabinets and Equipment.** Include statement that required steps outlined in NRLINST 10460.1L Series have been taken.

**Fireworks or Fireworks Displays.** Prohibited by COMPTGEN Decision B-205292 of June 1982.

**Food, Meals, Coffee, or Refreshments.** Normally prohibited by Navy procurement regulations. Contact Supply, Code 3420, for more information.

**Food Service Equipment.** Not normally authorized by NRL policy; if required, provide written justification to the Supply, Code 3420. (Also see microwaves.)

**Forms.** Requirement must be approved by the Office of Program Administration and Policy Development Services, Code 1006.

**Fuel.** Normally prohibited. Fuel acquisitions are handled through Wholesale Supply System. Requirements for fuel should be coordinated through the RDSD, Code 3530. Note: All NRL vehicles, even sponsor funded, should be registered with and maintained by the RDSD.

**Furniture.** Include statement that furniture is for increases in onboard employees or for replacement of unserviceable items and that these requirements cannot be met through redistribution, rehabilitation, or repair of existing stocks and excess material as per NRLINST 10460.1L Series. Executive-type wooden office furniture will only be procured for those individuals named in NRLINST 10460.1L Series.

**Hazardous Material.** Requirement must be approved by the Safety Office, Code 1241, and Environmental, Code 1246.

**Hazardous Waste Disposal Services** Requirement must be approved by both the Safety Office, Code 1241 and Environmental, Code 1246.

**Heaters (Portable Space).** Requirements must be approved by the RDSD, Code 3530.

**Incentive Music/Equipment.** Normally prohibited by Navy procurement regulations except under very restrictive circumstances in which case provide justification of requirement.

**Lodging and Meals.** Use employee's individual travel voucher to secure lodging and meals as per Joint Travel Regulations (JTR).

**Luggage.** Prohibited; considered by regulations to be a personal use items.

**Membership Dues for Individuals.** Generally prohibited by Navy procurement regulations. The only exception is that the membership in the organization directly contributes to the fulfillment of the mission of the activity or agency.

**Mementos and Other Give-Away Items.** Includes, but is not limited to, paperweights, ashtrays, cigarette lighters, bracelets, cufflinks, plaques, trash cans, novelty trash cans, ball caps, name tags, etc.; GAO considers these to be personal gifts not required for the conduct of official Government business and are therefore prohibited.

**Microwave Ovens.** Generally prohibited by NRL policy unless for scientific purposes in which case Supply, Code 3401 approval is required.

**Motion Pictures.** Requirements must be approved through the Naval Media Center, unless an exception is granted by the Chief of Naval Operations (N09C4).

**Motor Oil for Use in Vehicles.** Prohibited as requirement is handled through Wholesale Supply System; coordinate acquisition through the RDSD, Code 3530. Note: all NRL vehicles (even sponsor funded) should be registered with and maintained by the RDSD.

**Ozone Depleting Substances.** A requirement that can only be met by the use of a Class I ozone depleting substance, requires the approval of the Senior Acquisition Official (SAO) within the activity. The SAO approval must be in the format as illustrated in NAPS 5210.002-71-91. Please contact Supply, Code 3401 for assistance.

**Personal Use Items.** Any items, which are for personal use, rather than for official Government business purposes, are prohibited by Federal procurement regulations.

**Personal Services.** Generally prohibited by procurement regulations. Personal services can usually be identified as those, which require direct or indirect Government direction or supervision of the contractor's employees. Included but not limited to secretarial, clerical or maintenance services.

**Pesticides.** Requirements for the purchase of pesticides must be approved by Environmental, Code 1246. Most pesticides are stock numbered items in the Wholesale Supply System. Restriction is not applicable to medical bactericides or other medical compounds.

**Printing and Duplication Services.** Unless specifically approved in writing by the Defense Printing Service (DPS), the outside procurement of printing or duplication services is prohibited by DOD Regulations.

**Purchase from Government Employees** or Businesses Owned and Controlled by Government Employees. Normally prohibited by Federal procurement regulations. Please contact Supply, Code 3401.

**Radio Frequency Equipment.** These items must be approved by Safety, Code 1240.

**Refrigerators.** Generally prohibited by NRL policy unless for scientific purposes in which case Supply, Code 3401 approval is required.

**Safes, Locks, Security Files.** These items must be approved by Security, Code 1222.

**Textbooks Associated with Formal Training Agreements.** Prohibited as per NRLINST 12410.3 Series.

**Training.** Requirements must be coordinated with the HRO, Code 1840.

**Transportation.** Prohibited by Navy procurement regulations. Transportation of materials should be coordinated through Supply, Code 3451. Transportation of persons should be coordinated with the RDSD, Code 3530.

**Vehicle Maintenance.** Requirements must be approved by the RDSD, Code 3530. Note: All NRL vehicles (even sponsor funded) should be registered with and maintained by the RDSD.

**Vehicle Parts.** Requirements must be approved by the RDSD, Code 3530. If the parts are not for vehicle use, provide brief explanation.

**Visual Information (motion picture and videotape) Productions.** Requirements must be approved through the Naval Media Center, unless an exception is granted by the Chief of Naval Operations (N09C4).